

18 JUL 1969

MEMORANDUM FOR: Chief, Building Planning Staff, OL
Chief, Personnel and Training Staff, OL
Acting Chief, Planning Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing Services Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL
Chief, Budget and Fiscal Branch, OL
Chief, Records and Services Branch, OL
Chairman, Agency Contract Review Board

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SUBJECT : [REDACTED]

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1. Although [REDACTED] dated 2 July 1969, called for distribution to all employees, everyone, especially supervisors, are again reminded of their responsibilities as they have been stated and pertain to both personal and official air travel.

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2. All portions of [REDACTED] must be read and understood thoroughly, but your particular attention is invited to paragraph 3, which states that an employee planning personal air travel must discuss his travel plans with his supervisor and consider the element of risk as well as the supervisor's recommendations. The final decision regarding the mode of transportation to be used is the employee's responsibility.

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[REDACTED]
Executive Officer, OL